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MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Table of Organization Adjustment, Budget and Finance Branch,

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REFERENCE: (a) Memorandum for Deputy Comptroller dated 29 May 1958,
Subject: Implementation of Financial Property Accounting
(b) Position Description, Fiscal Accountant GS-12

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1. Reference (a) recommends the establishment of Class A accounting procedure at this station which has since been implemented. A further recommendation calls for the assignment of a Fiscal Accountant GS-12. Although this reference recommends that the above position be established in lieu of a Fiscal Accounting Assistant GS-9, experience to date in operating under these procedures indicate the necessity of retaining this position in support of the Certifying Officer.

2. The proposed change is shown below:

Present Positions

Fiscal Accounting Assistant GS-9
Fiscal Accounting Assistant GS-7
Time Leave Pay Clerk GS-5

Proposed Positions

Fiscal Accountant GS-12
Fiscal Accounting Assistant GS-9
Time Leave Pay Clerk GS-5

Since the implementation of the Class A accounting procedures the branch has been under the supervision of a Certifying Officer at grade GS-13 who is being Re-assigned.

3. It is, therefore, requested that the above change be effected at grades indicated. Funds are available in the station budget. A current position description for the requested position is attached as reference (b).

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Commanding Officer

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CONCURRENCE:

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22 Jan 59

AUTHORIZATION: This request is authorized within the authority and responsibility of the Chief, Management Staff as to numbers of positions and organizational implications, if any, subject to final determination of position evaluation action by the Director of Personnel.

DATE:

9 APR 59

Signed

Chief, Management Staff

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Mgt/S: (7 April 59)

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